Instructions for MACs Logging into the Program
School Year 2008-2009

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Security

BIT secures the state Internet infrastructure, which includes networks, routers, servers or other resources owned, by South Dakota. Security of the infrastructure is achieved through the use of security policies, administrative policy and technical solutions. Our technical solutions include firewalls, intrusion detection systems, logging devices, and authentication mechanisms.

Applications running Citrix have encryption to secure the data. Websites involved in stateapps.state.sd.us use https to encrypt the login of users and the information they view. When a Citrix session is initiated encryption built into that software is used to secure application data over the DDN.
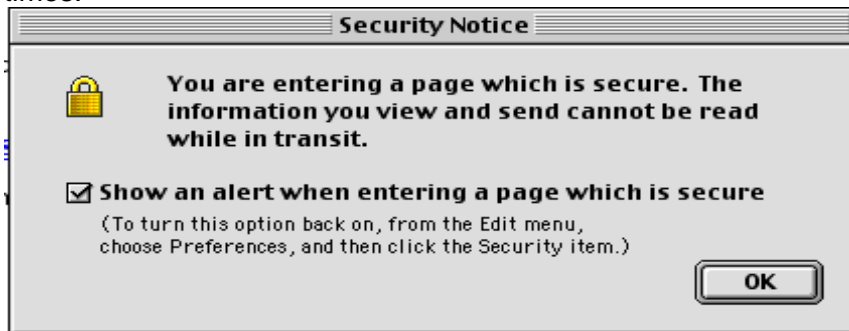
Logging In

STEP#1: Access the following web-site for submitting your Personnel Record Form (PRF) data.

http://doe.sd.gov/ofm/prf/index.asp

STEP #2: Click on the "MAC Personnel Record Form Submission" link.
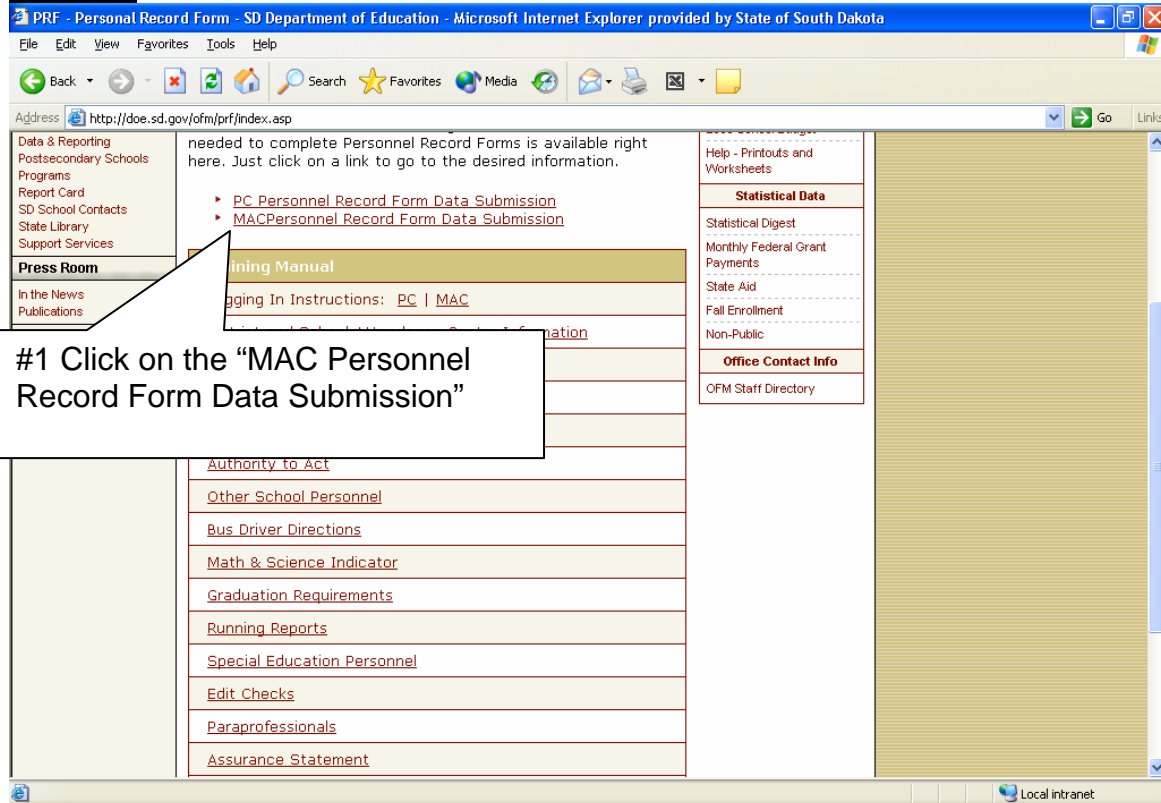
STEP #3: A security notice will pop up. Click OK, you may have to do this several times.
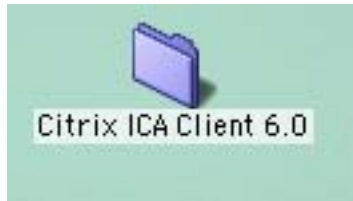

**STEP #4:** You will now see the Citrix Install window.

STEP #5: Click on Install Citrix ICA Client for Macintosh. This will put Citrix ICA Client 6.0 and Citrix ICA 6.0.sea on your desktop, or wherever your computer is set to put downloads. (This is different from the Citrix emailer)

STEP #6: Open the Citrix ICA Client 6.0 Folder up

Citrix ICA Client 6.0

STEP #7: Click on the installer.

Citrix ICA Client 6.0

4 items, 19.01 GB available

Citrix ICA Client   Read Me

Citrix ICA Client 6.0   Installer
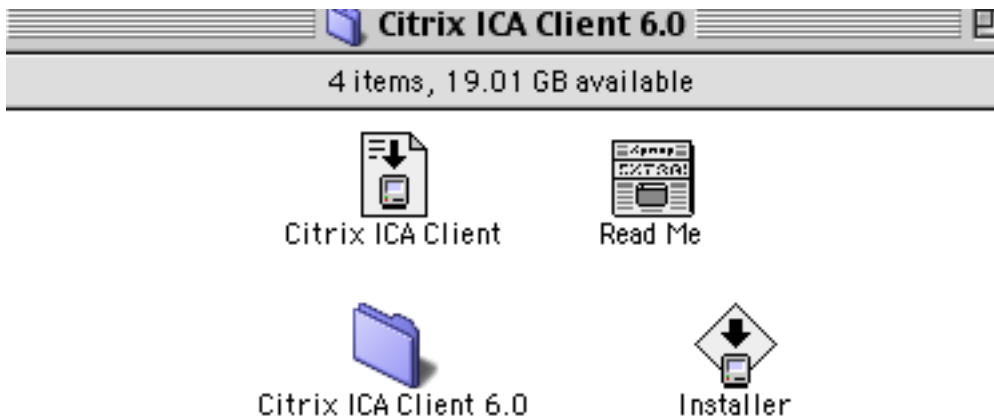
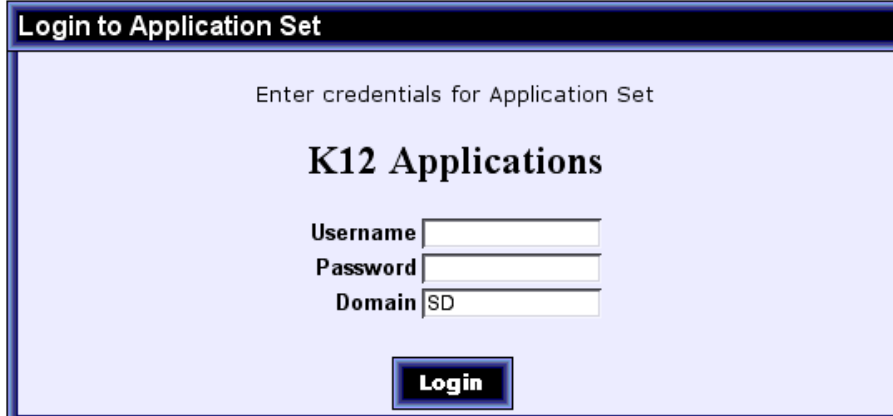**STEP #8:** Follow the default settings (make sure it is installed on the hard drive-this should be the default.)

STEP #9: Go back to https://stateapps.state.sd.us

STEP #10: Close the Citrix Download window. After closing the window the page should look like this.

State of South Dakota Citrix Applications

Available Application Sets

Select the Application Set you want to contact.

You must select at least one Application Set.

☐ State Applications   ☐ K12 Applications

[Submit] [Reset]

STEP #11: Click K12 Applications in the set window. Click Submit. You may get a security notice—click ok

STEP #12: The user name and password window will come up.

STEP #13: Enter your username and password. When you log-in using a MAC you will not be required to assign the password of your choice. If you did not keep track of the password you used last year, please send an email to Debbie.Lancaster@state.sd.us with the following message:

"For NT logon id '[EX: LMNO0DE02]' reset the password to '[EX: password]' for '[EX: 32002 Pierre School District]'."

THE PASSWORD MUST BE 8 CHARACTERS LONG AND LOWERCASE LETTERS..
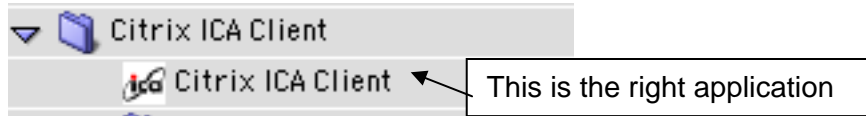Make sure the Domain is set to SD

STEP #14: The Application Sets window will come up. Click on DECA Applications.

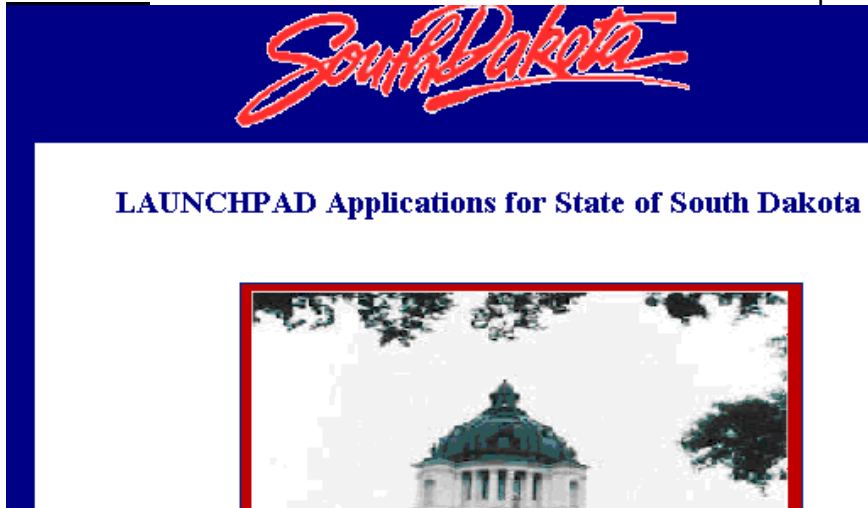**STEP #15:** The Unhandled File Type Window will come up.

STEP #16: Click on Application and locate the Citrix ICA Client in the Citrix ICA Client Folder. BE VERY CAREFUL TO SELECT THE RIGHT APPLICATION!

**STEP #17:** Select the Client and Click open

STEP #18: This should launch the Citrix Client and the launchpad

STEP #19: Go to applications on the top of the screen and select DE04 Personnel.

STEP #20: When you are finished quit explorer.

STEP #21: This process should put a launch.asp icon on your desktop allowing you to bypass all the previous steps. Clicking on this icon will launch the launchpad. You will get the following error message.
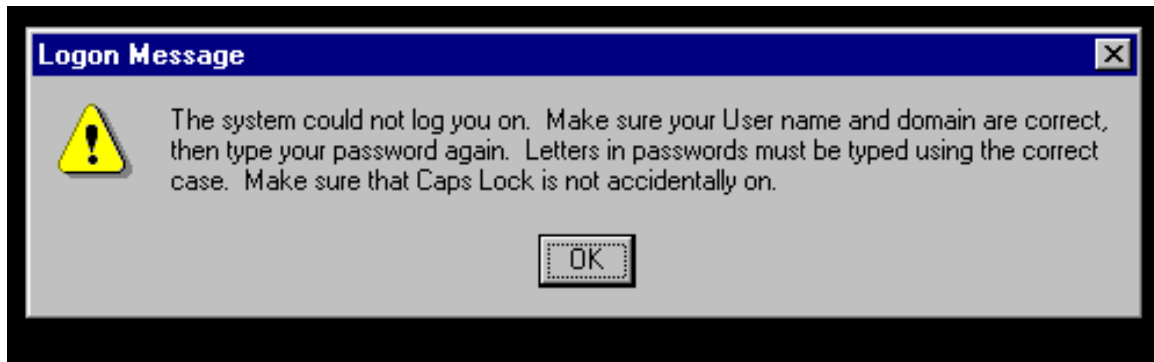
STEP #22: Click ok.

STEP #23: The Login box will come up.

STEP #24: Enter your user name and password. Set the Domain to SD by putting the mouse on the down arrow by the domain box and select SD.

STEP #25: You should now be on the system.

Logging Off

STEP #1: Be sure you have saved ALL your data before you log off!!

#1 To close out of the application if you are logged in using a MAC computer, click on the box with an "X" in it located in the upper right hand corner.

Welcome to the Main Menu

of the Personnel / Calendar

Data Collection